



State of Vermont
Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501

MEMORANDUM

TO: Elementary, Middle and High School Principals
FROM: Gail Taylor, Standards and Assessment Division Director
Michael Hock, Director of Educational Assessment
RE: **NECAP Science Testing for Grades 4, 8, and 11**
DATE: March 23, 2009

2009 NECAP Science test administration window

The administration window for this year's New England Common Assessment Program (NECAP) Science tests is **May 11-28, 2009**. All Vermont students in grades 4, 8, and 11, including publicly funded students attending private independent schools, should participate unless a student qualifies for alternate assessment or an exemption for medical reasons, family emergency, or personal crisis. Each school is responsible for creating its own testing schedule but should consider religious holidays and/or local events that may impact students' ability to participate. Schools should plan on make-up test sessions at the end of the assessment window for students who miss testing for any reason, including absences for religious holidays. The initial shipment of 2009 NECAP Science Test Materials will be delivered to schools the week of April 27. Please have all assessment materials packed and ready for UPS pick-up on **Friday, May 29th at 8:00 AM**.

Ordering additional labels

Schools will receive pre-printed test booklet labels for all students who were designated as 4th, 8th or 11th grade students in the fall 2008 student census. Once you have received your materials you will be able to order labels for new students from the Measured Progress website (<http://iservices.measuredprogress.org>). Ordering instructions and a website password will be included in each school's test shipment. The last day to order additional labels will be **May 8th**. Labels will be shipped to schools about a week later.

2009 NECAP Science test administration workshops

The Vermont Department of Education and Measured Progress will be hosting five half-day, face-to-face workshops for principals and test coordinators covering all facets of the science test administration. Dates, times, locations, and registration instructions for the science workshops are included on the next page.

Over

2009 NECAP Science Workshops

Date	Time	Format	Location	Seating Capacity
4/27	1:00 – 3:30 p.m.	Face-to-Face	Comfort Inn – St. Johnsbury	60
4/28	9:00 – 11:30 a.m.	Face-to-Face	Capitol Plaza – Montpelier	125
4/29	9:00 – 11:30 a.m.	Face-to-Face	Hampton Inn – Colchester	100
4/30	9:00 – 11:30 a.m.	Face-to-Face	Grand Resort Hotel – Killington	100
5/1	9:00 – 11:30 a.m.	Face-to-Face	Mt. Snow Grand Summit Hotel – West Dover	100

- To register for a workshop, go online to <http://iregister.measuredprogress.org>.
- At the welcome page, select New England Common Assessment Program and follow the link to the workshop you want to attend.
- You will see additional information on this page including a brief description of the workshop and driving directions.
- You will be asked to provide basic contact information. Once you have completed all of the required fields, click on “Register”.
- You will then see a confirmation page. Please print this confirmation page, as it is the only confirmation you will receive.

If you have any questions or you need to cancel or change your reservation, please contact the NECAP Service Center at 1-877-632-7774 for assistance.